

**STATE OF WISCONSIN**  
**CLASSIFICATION SPECIFICATION**  
**CRAFTS WORKER SUPERVISOR**

**I. DEFINITION**

This is technical work in the supervision of a moderate number of objective level crafts workers and helpers. Employees in this class supervise and occasionally participate in the work of crafts workers in the installation, repair and maintenance of structures and equipment found in a building trade, metal trade, or combination of trades at state-owned institutions and buildings. Work is usually performed independently and supervision is received from an administrator who also reviews completed assignments by inspection.

Positions in this class would normally supervise a variety of trades although some positions may specialize in the wood and related building trades or the metal trades areas or in one particular trade.

Examples of Work Performed:

- Receives work orders and assigns the work to members of the crew.
- Occasionally performs skilled work in the trade which is of more difficult and complex nature.
- Interprets instructions, and lays out work from blueprints, sketches or specifications.
- Requisitions materials, equipment, and supplies for job assignments.
- Gives assistance and necessary instructions to members of the crew as work progresses.
- Supervises skilled and unskilled assistants in the trade.
- Inspects work in progress and on completion.
- Makes estimates of labor and material costs.
- Keeps records of time, production and personnel.
- Performs related work as required.

**II. QUALIFICATIONS**

A. Required Knowledge, Skills and Abilities

1. Thorough knowledge of the tools, equipment, materials, methods, and practices of a special trade.
2. Considerable knowledge of the safety requirements, state codes, and general orders relating to the metals, and building trades.
3. Considerable knowledge of the occupational hazards and necessary precautions to be taken found in a number of trades.
4. Considerable knowledge of tools and practices of a number of related trades.
5. Ability to read, interpret and work from blueprints, sketches, or specifications.
6. Ability to supervise and instruct assistants in the trade.

B. Minimum Training and Experience

Such training as may be gained through high school graduation or equivalent and completion of an apprenticeship approved by the Department of Industry, Labor and Human Relations in the building trades, or ability to show proof of having been recognized as an objective level crafts

worker by the appropriate international or local trade organization with three years of experience at the objective level.

C. Special Requirement To Be Met For All Plumber Positions Before Appointment

Possession of a master plumber license issued by the Department of Health and Social Services.

TF  
76710